



NORRIDGE POLICE DEPARTMENT



Employee Warning Notice

Name: Zeljka Ljubcic Star #: 39 Date: March 25, 2019

TYPE OF VIOLATION				
Attendance	Carelessness	Insubordination		Late Arrival/Early Quit
Failure to Follow Instructions	Rudeness Towards Citizens	Willful Damage to Equipment		Personal Business While on Duty
Unsatisfactory Work Performance	Violations of Policy/Procedure	Motor Vehicle Crash	X	Missing a Court Date

Date of Violation: March 7, 2019 Time of Violation: 0900

DESCRIPTION OF VIOLATION:

Officer Ljubcic was assigned to Misdemeanor Court on 3-7-2019 at 0900. Ljubcic was given notice of cases which required her presense in court. OfficerL Ljubcic failed to attend court on the assigned date and time. GO A25 Court Appearance Secion II C (1) outlines the specifications for obtaining an excused absence.

OFFICER'S STATEMENT:

☒ I agree with the above description ☐ I disagree with the above description

My reason is: _____

34 03/25/2019
Officer's Signature Star # Date

ACTION TAKEN		DATE	SUPERVISOR NAME & STAR
X	Verbal Warning	03/25/19	501
	Written Warning		
	Disciplinary Write-up		

CONSEQUENCES IF VIOLATION OCCURS AGAIN;

A second violation will result in a written warning.

I have read and understand this warning;

#34
Officer's Signature / Star#

03/25/2019
Date

Supervisor Issuing Warning:

Supervisor's Signature / Star #

3/25/2019
Date